1. Job Details

Job title: Project Manager C/E&B/047

School/Support Department: Estates & Buildings (Corporate Services Group)

Unit (if applicable): Development & Factoring Division

Line manager: Depute Director, Estates & Buildings (Development & Factoring Division)

2. Job Purpose

Take ownership of and manage a wide range of major construction projects on behalf of the University from feasibility to occupation or appropriate stage. Ensure each project’s University, College, Support Group and School objectives are met and ensure each project is completed within agreed constraints of quality, cost and time.

Contribute to the preparation and updating of Zonal and Capital Projections Plans.

3. Main Responsibilities

(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

1. Manage a series of construction projects from feasibility to occupation. Establish and lead the project team comprising of external consultants, client department representatives, E&B and other support group colleagues ensuring that aims and objectives are delivered within agreed parameters, legislation and procedures. Ensure the brief is translated accurately, developed and delivered by the design. Ensure that furniture, equipment, commissioning and occupation requirements are implemented. 30

2. Ensure each project is executed within the guidelines required by the University, Scottish Funding Council and industry established Project Management Codes of Practice. Provide professional project monitoring interface between the construction professions, contractors, industry organisations and the University. 25

3. Set up and co-ordinate each project’s communication between the user clients, external consultants and internal service providers. Ensure lines of communication are understood and that all necessary consultations take place at the appropriate stage. Facilitate seamless handover to clients and in-house maintenance personnel. 15

4. Assess and advise on potential project’s viability for senior management approval. Prepare reports and papers for committees or funding bids and fundraising as required. Once ascertained establish and manage each projects costs for its life time, ensuring that appropriate risk management and quality control procedures are adopted to minimise risk and maximise value. 10

5. Provide support and advice to Estate Development Managers, Depute Director and others as required on University Estate Strategy, planning and project matters. 5

6. Manage the procurement of external consultants and Main Contractors within the boundaries set by European procurement legislation. 5
7. With academic and finance colleagues contribute to the preparation and delivery of funding strategies and assist with preparation of funding bids and campaigns to underpin the University Capital Plan and individual projects.

8. With the Depute Directors and other senior E&B managers ensure that all policies, systems, procedures and guidelines are in place to comply with all legislative and regulatory requirements related to estate development work

4. Planning and Organising

Lead the Project Team comprising of external consultants, user representatives, University E&B and other support staff and College or Support group representatives ensure each project’s aims and objectives are delivered within agreed parameters of time, cost & quality.

Establish and co-ordinate the meeting and reporting structure for each project for all internal and external contacts to maintain information flow and ensure deadlines are met. Manage and co-ordinate the personnel for each project up to 20 external ‘technical’ consultants and 30 internal support staff. At any given period the Project Manager will, liaise, communicate and advise with up to 100 stakeholders.

Self generate workload and manage in order to deliver each stage of a range of projects with very diverse client groups and requirements. Continually plan, forecast & oversee each construction projects financial and work activities;

Continuous prioritisation of time and resources required due to the complexity and volume of workload to ensure the success of each project;

5. Problem Solving

The scope of the post demands an ability to provide practical effective solutions to a variety of problems, often with large financial consequence;

Investigate the client’s requirement at the outset of each project and provide solution for programme, finance and design which will determine the projects parameters that must be achieved;

Identify potential risk that will face each project and mitigate to limit impact to the University through application of sound project management techniques;

Proactively advise University Management of technical and financial problems and potential solutions to enable informed decision making to minimise impact on each projects funding and on the estate including life cycle and recurrent cost issues.

6. Decision Making

The Project Manager will work autonomously within agreed policies and guidelines for delegated capital development projects making professional judgements and decisions, providing advice and guidance on all aspects of the projects.

Decide the procurement of external design teams and contractors, deciding on appropriate procurement options and forms of contract. Make decisions to resolve conflicts during the design/construction phases to best reflect the needs of the University and user clients with regards to cost, time and quality, ensuring legislative compliance and best value.

Decide on allocations of own time and resources to meet requirements of workload, working autonomously, referring to line manager where appropriate;
7. Key Contacts/Relationships

Regular contact with all levels of staff throughout the University including Vice Principals, Heads of College/Schools, Professors, Director of Studies, and Senior Administrative Staff etc.

External contact with professional representatives at senior level of Contractors, Architects, Surveyors, Engineers, Lawyers, Local Authority Technical Services staff, NHS staff, the MRC, Wellcome and Wolfson etc.

Ensure good working relations and communications with E&B, College and Support Group staff and relevant Premises Team members essential for delivery of an integrated estate management and development service.

8. Knowledge, Skills and Experience Needed for the Job

Educated to at least Degree level in a building and project management related discipline with high level interpersonal, numeracy, written and computer literacy skills.

Considerable professional and technical experience in design, construction, procurement and project management, showing an ongoing commitment to Continuing Professional Development and a demonstrable record of delivering a range of planning and successfully implementing a range of capital development projects.

Leadership, management and motivational experience and skills to manage the wide ranging and technically skilled stakeholders of the project. Ability to use initiative to enable progress to be made in complex circumstances;

9. Dimensions

The post holder’s direct activities embrace a significant part of the whole of the University’s estate comprising in excess of 200 academic and related buildings, approximately 550,000m2 and 6000 student residential bed spaces and private flats. The estate is split into 3 Academic Zones, each led by an EDM.

The department has a programme of approximately 50 projects at various stages at any one time having a total value of £400M and an annual spend in the order of £30 – 60M. These projects are divided between the 6 Project Managers / Estate Development Managers.

Each Project Manager will manage and control the process, budgets and personnel for a concurrently running number of new build & complex refurbishment projects, ranging from £350k to £50m per project. Total potential value of project responsibility per Project Manager ranges between £60m and £100m at any one time.

10. Job Context and any other relevant information

The job holder will be operating within commercial property and construction industries which are technically and financially complex and will be expected to make decisions to safeguard strategic and project objectives and optimise benefit for the University. He/she will have to operate within a wide range of legislation and guidelines including Health &Safety, Building Control and Planning legislation, industry and sector guidance and University financial regulations and policies.